

Reports: Getting Started

Formative reports are structured to help educators ask and answer questions they may have about how students performed on a given assignment. Navigation of the system is centered on three main questions:

- **Who?** . . . Who do you want to see data for? All rosters, a single roster, only students given the assignment, or an individual student?
- **What?** . . . What data do you want to view? Assignment results, benchmark results, or item-specific information?
- **When?** . . . At what point in time do you want to view data? Do you want to view performance during a specific window in time? Do you want to view performance on a single assignment? How do you want to handle items not answered or attempted by students?"

When you click [**View Reports**], the main Reports Widget will display. This widget allows you to select the parameters for each available report dimension: Who, What, and When. This widget is also available from within each report.

Table 7 defines each dimension and the available categories and options.

Figure 31. Reports Widget (default view)

The screenshot shows a 'Select Report Settings' dialog box. At the top, there is a title bar with the text 'Select Report Settings:' and a 'more info' link with an information icon. Below the title bar, a instruction reads 'Select a report type and at least one assignment.' The main area contains three rows of selection options:

Dimension	Selected Option
Who	All Students
What	Assignment Summary
When	Select Dates

At the bottom left of the dialog is a 'Confirm' button.

View Reports

About Formative Reports

Formative reports present assignment performance data at different levels of aggregation (all students, by class (roster), assigned students, and individual student). For example, you can view performance information for a single assignment for all your classes (rosters), for all of your assigned students, for students in a single roster, or for an individual student. You can also view performance information across multiple assignments.



Caution: SAGE Formative reports provide data that can be used to gauge students' achievement on various assignments. However, the data in this system are not to be considered indicative of how students may perform on the SAGE Summative assessments.

This section of the user guide provides information on accessing and understanding the following reports available in SAGE Formative:

- **Assignment Summary Reports**
Assignment Summary Reports provide information on how students performed on the selected assignment(s). You can also view the percentage of students who have not yet started the assignment, as well as the percentage of students who have completed the assignment.
- **Benchmark Proficiency Reports**
Benchmark Proficiency Reports provide information on how students performed on each benchmark associated with the selected assignment(s). By default, the proficiency level cut scores are set at 50% for the low cut and 75% for the high cut. These benchmark proficiency level cut scores are editable by assignment. You can also view each benchmark description and its related prerequisite and follow-on skills, as well as related resources.
- **Item Analysis Reports**
Item Analysis Reports provide information on how students responded to each quiz item included in the selected assignment(s). For multiple-choice items, you can view the percentage of students who selected each response option. For technology-enhanced items, you can view the percentage of students who correctly met each diagnostic condition (rubric-based).

For each report type, you can view data for all your classes (All Classes/Groups), for a single roster, for assigned students only, or for an individual student who received the assignment.

Generating a Report

To generate a report from the main View Reports page, follow the instructions below.

Figure 32. Reports Widget (When Dimension View Selected)

The figure consists of two side-by-side screenshots of a web application's 'Reports Widget'.

The left screenshot shows the 'Select Report Settings' panel. It has a title bar with 'Select Report Settings:' and a 'more info' link. Below the title bar is the instruction 'Select a report type and at least one assignment.' There are three main sections: 'Who' with a dropdown menu showing 'All Students', 'What' with a dropdown menu showing 'Assignment Summary', and 'When' with a dropdown menu showing 'Select Dates' (which is highlighted with a red rectangular box). At the bottom is a 'Confirm' button.

The right screenshot shows the 'Find Assignments That Have:' panel. It has a title bar with 'Find Assignments That Have:'. Below the title bar are two date input boxes: 'A start...' with a dropdown arrow, and two date boxes containing '2013-09-01' and '2014-06-22'. Below these is a section titled 'Select Assignment(s):' with a 'select all' link. It contains a list of assignments with checkboxes: 'Additional Skills Test #1', 'Demo ELA Assignment #1', and 'Demo ELA Assignment #2'. At the bottom is a section titled 'Incomplete Assignment Settings:' with two radio buttons: 'Exclude incomplete assignments' (selected) and 'Include all assignments but ignore unanswered questions'. At the very bottom are 'Back' and 'Confirm' buttons.

1. Confirm that “All Students” from the Who dimension drop-down list is selected.
2. Select a report type from the What dimension drop-down list.
3. Click [**Select Dates**].
 - a. Select the start category you want from the “Start” drop-down list.
 - b. Click in each date box to select the start and/or due date range. The first box is the beginning date, and the second box is the end date.

(By default, the date range will display the first and last date for the current school year. [For 2013–2014, the start date is the day that SAGE Formative became available.])
 - c. Click the checkbox for the assignment(s) you want to include in the report.

Note: You may select multiple assignments if you wish to compare the data across assignments. To do so, click the checkbox for each assignment, or click [**Select All**].
 - d. Select a setting for incomplete assignments.
4. When you have finished, click [**Confirm**]. The selected report page will load.

Reports Layout and Features

All reports are in table format. These reports also have a Query bar that displays the parameters you selected.

Figure 33. Sample Assignment Summary Report Screen for a Selected Assignment

Assignment Summary ⓘ more info
Assignment Summary reports provide information on how students performed on the selected assignment(s). This report is available for all your classes (All Classes/Groups), for a single roster (Roster Name), or for individual students (Student Name) who received the assignment.

Query Assignment Summary | All Classes/Groups | 2013-09-01 - 2014-06-22 | Selected Assignments | Include all assignments but ignore unanswered questions

Class/Group	#	Demo ELA Assignment #1 (Active)					Demo ELA			
		Students Assigned	% Not Started	% Completed	Average Score	% Of Students In Each Proficiency Level	Students Assigned	% Not Started	% Completed	
All Students	35	16	38%	63%	80%	<div><div></div><div></div><div></div></div>	16	38%	63%	80%
Assigned Students	10	16	38%	63%	80%	<div><div></div><div></div><div></div></div>	16	38%	63%	80%
Demo Roster A	30	10	38%	63%	80%	<div><div></div><div></div><div></div></div>	10	38%	63%	80%
Demo Roster B	12	6	38%	63%	81%	<div><div></div><div></div><div></div></div>	6	38%	63%	81%

Navigating between Dimensions and Report Levels

On any report page, you can change the parameters of the selected report, including the Who, What, and When dimensions. (Reminder: By default, all reports display data for All Classes/Groups).

Figure 34. Query Bar in Reports

Query Assignment Summary | All Classes/Groups | 2013-09-01 - 2014-06-22 | Selected Assignments | Include all assignments but ignore unanswered questions

Students Assigned
Demo Roster A
Demo Roster B

To change only the Who dimension of the selected report:

- In the Query bar, click the drop-down button next to the report name (this may say “All Students”). The report page will automatically update to the selected Who category.
- If you select a roster, a second drop-down list will appear to the right that says “All Students.”
 - To select an individual student and view only his or her performance data, click [All Students] and then select that student from the list.

To change other parameters:

1. Click the magnifying glass icon [🔍] in either the Query bar or next to a name in the left column.
2. In the Report Widget, select the parameter(s) you want to change. *Note: The Who dimension drop-down list will now display all available options.*
3. Click [Confirm] to continue with your selection. The page will update based on the selected parameters.




Important: Use the Report Widget to navigate back to the original report that you generated. You can access the widget by clicking the magnifying glass icon in the Query bar. **Do not use your browser's back button.**




Assignment Summary Reports









Assignment Summary reports provide overall assignment information (average scores and completion rates) for the selected assignment(s).

Figure 35. Sample Assignment Summary Report (All Classes/Groups View)

Assignment Summary  [more info](#)

Assignment Summary reports provide information on how students performed on the selected assignment(s). This report is available for all your classes (All Classes/Groups), for a single roster (Roster Name), or for individual students (Student Name) who received the assignment.

Query Assignment Summary | [All Classes/Groups](#)  | 2013-09-01 - 2014-06-22 | Selected Assignments  | Include all assignments but ignore unanswered questions 

		Demo ELA Assignment #1 (Active)						Demo ELA			
Class/Group	#	Students Assigned	% Not Started	% Completed	Average Score	% Of Students In Each Proficiency Level		Students Assigned	% Not Started	% Completed	
All Students 	35	16	38%	63%	80%			16	38%	63%	80%
Assigned Students 	10	16	38%	63%	80%			16	38%	63%	80%
Demo Roster A 	30	10	38%	63%	80%			10	38%	63%	80%
Demo Roster B 	12	6	38%	63%	81%			6	38%	63%	81%

You can view assignment information for all your rosters, for a single roster, for assigned students, or for individual students who received the assignment.

You can also view the number of students given the assignment, the percentage of those students who have not yet started the assignment, and the percentage who have completed the assignment.

- The Query bar displays the selections from the Report Widget.
- By default, Assignment Summary Reports displays performance data for All Classes/Groups.

Note: If unanswered questions are excluded or scored as zero, this will affect the data shown.



Important: Use the Report Widget to navigate back to the original report that you generated. You can access the widget by clicking the magnifying glass icon in the Query bar. **Do not use your browser's back button.**

Assignment Summary Reports for All Classes/Groups

By default, the Assignment Summary Report table displays aggregated data for all students who have ever been a member of at least one of your rosters in the current school year. At least three rows of data are initially visible:

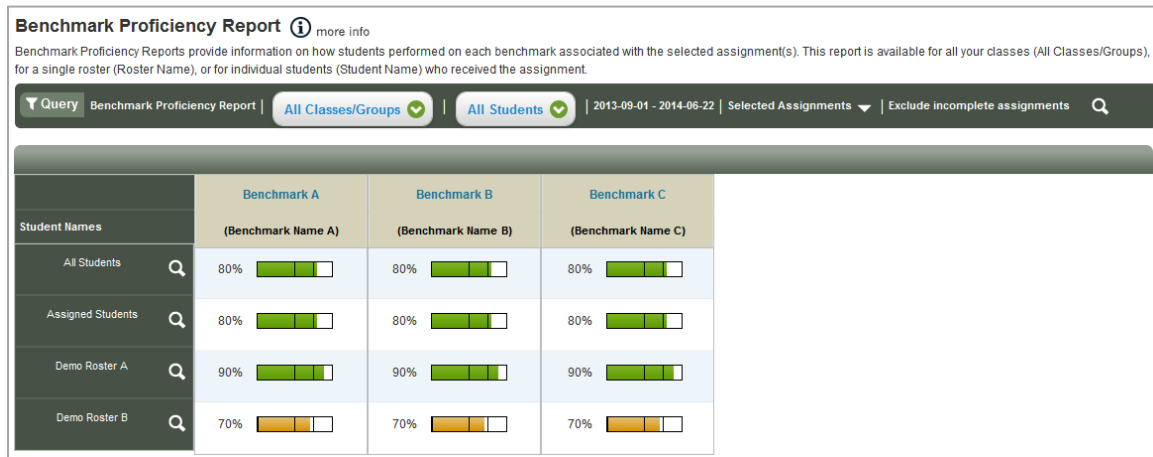
- All Students
- Assigned Students
- Roster *(Note: If you have more than one roster, a row for each roster will appear)*

Table 8 provides a description of each column in the default Assignment Summary report.

Benchmark Proficiency Reports

Benchmark Proficiency Reports provide information on students' proficiency for each benchmark associated with the selected assignment(s). These reports display students' benchmark proficiency based on their response to activities. Activities can be aligned to one or more benchmarks.

Figure 37. Sample Benchmark Proficiency Report



The proficiency level for each benchmark depends on three factors:

- The number of activities in the selected assignment(s) associated with the benchmark.
 - If multiple assignments were selected for the report, and each assignment has activities aligned to a single benchmark, then the student's response to each activity will factor into the overall proficiency level for that benchmark.
- The student's response to each activity.
- The default proficiency level cut scores for benchmarks are:
 - Low cut score: 50%
 - High cut score: 75%

Note: If you wish, you can edit the cut scores for each benchmark in your report. For more information, refer to the [Editing Benchmark Proficiency Levels](#) section.

You can view benchmark proficiency data for all your classes, for a single roster, for assigned students, or for individual students who received the assignment. You can also view information about each benchmark, including its prerequisite and follow-on skills.

- The Query bar displays the selections from the Report Widget.
- By default, Benchmark Proficiency Reports displays proficiency level data for All Classes/Groups.

Note: If unanswered questions are excluded or scored as zero, this will affect the data shown.



Important: Use the Report Widget to navigate back to the original report that you generated. You can access the widget by clicking the magnifying glass icon in the Query bar. **Do not use your browser's back button.**

Viewing Benchmark Information and Editing Proficiency Levels

In addition to viewing benchmark proficiency, you can also view information about each benchmark, including its full description and related prerequisite and follow-on skills in the Progression Network (Related Standards).

Figure 40. Sample Benchmark Proficiency Report (Header Row)

L.3.3a	RL.3.3	RL.4.1	RL.4.10	RL.4.3
(Words/phrases For Effect)	(Describe Characters)	(Explain/draw Inferences)	(Comprehend Literature)	(Character/setting/events)

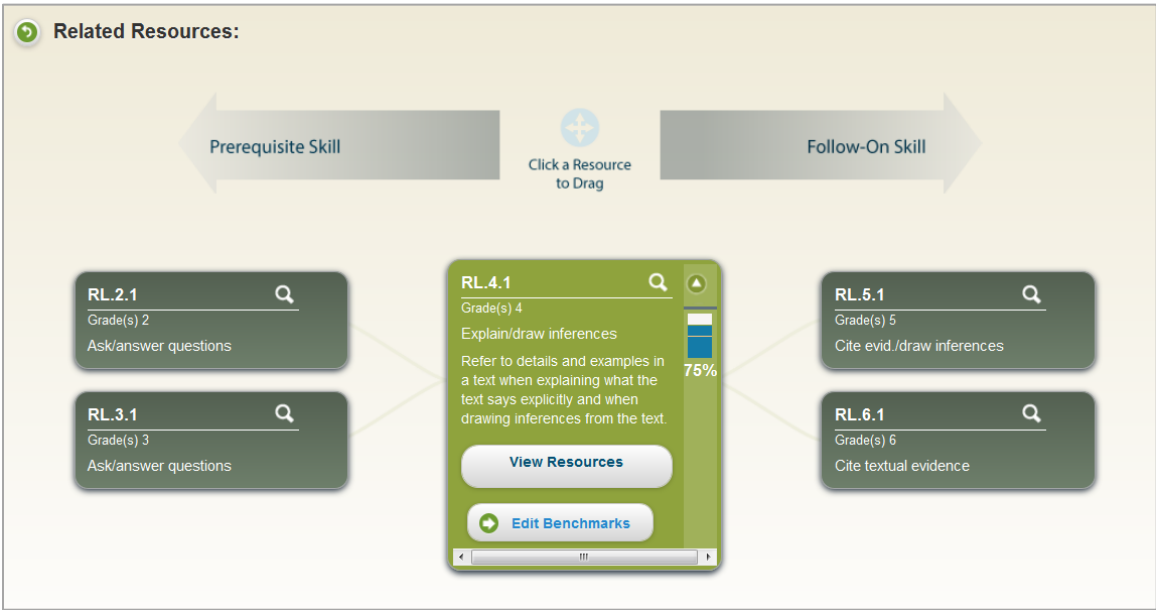
Viewing Benchmark Information and Related Standards

You can view the description of the selected benchmark and its direct prerequisite and follow-on skills. You can also view resources aligned with the benchmark. The functionality on this Related Standards page is the same as when viewing related resources from the Browse Resources page, with one major addition: You can also edit the proficiency level cut scores for the selected benchmark/skill.

Accessing the Related Standards page:

- On the Benchmark Proficiency Report page, click a Benchmark Name (e.g., **L.3.3a**). The Related Standards page will load (see Figure 41 below).
 - The selected benchmark appears in the center, and will be red, green, or orange depending on the average proficiency level (based on the report filter you were viewing). You will also see the average proficiency percentage.

Figure 41. Progression Network (Related Standards)



Item Analysis Reports

Item Analysis Reports provide information on how students responded to each quiz item included in the selected assignment.

As with the Assignment Summary and Benchmark Proficiency Reports, you can view item analysis data for all your classes, for a single roster, for assigned students, or for an individual student who received the assignment.



Reminder: The data displayed for Item Analysis reports will depend on the selection for handling incomplete assignments (e.g., whether you elected to score incomplete activities as zero).

Item Analysis Reports for All Classes/Groups, Assigned Students, and Individual Rosters

By default, the Item Analysis Report displays each selected assignment in a row. Table 13 below defines each column in the default view.

Figure 43. Sample Item Analysis Report (Default)

Item Analysis Report <small>more info</small>				
Item Analysis Reports provide information on how students responded to each quiz item included in the selected assignment(s). This report is available for all your classes (All Classes/Groups), for a single roster (Roster Name), or for individual students (Student Name) who received the assignment.				
Query	Item Analysis Report	All Classes/Groups	All Students	2013-09-01 - 2014-06-22 Selected Assignments Include all assignments but ignore unanswered questions
Portfolio				
View Assignment Details	Show Item Analysis	Assignment Name	Due Date	Score
View	+	Demo Math Assignment #1	12/31/2013	76%
View	+	Demo Math Assignment #2	12/31/2013	70%

Table 13. Default Item Analysis Report Table (Classes/Group/Assigned Students/Roster view)

Column	Description
View Assignment Details	This column displays a [View] button for each assignment included in the report. To view the actual assignment and item information, click [View] . For more information, refer to the View Assignment Details section of this user guide.
View Item Analysis	This column displays a plus [+] button for each assignment included in the report. To expand the assignment section and view the item analysis breakdown, click this plus [+] button.
Assignment Title	This column displays the name of the assignment.
Due Date	This column displays the scheduled due date for the assignment.
Score	This column displays the group's average percentage score for the assignment.

Table 14 below defines each column in the selected Assignment Item Analysis table.

Figure 44. Sample Item Analysis Report (View Item Analysis)

Portfolio					
View Assignment Details	Show Item Analysis	Assignment Name	Due Date	Score	
View		Demo Math Assignment #1	12/31/2013	76%	
View		Demo Math Assignment #2	12/31/2013	70%	
Item	# Of Students Responded	Diagnostic Conditions	% Of Students	% Of Assigned	Standards
1	10	A	10%	10%	6.EE.2c, 5.OA.1
			90%	90%	
		C	0%	0%	
		D	0%	0%	
2	10		90%	90%	6.EE.2c, 5.OA.1
		B	10%	10%	
		C	0%	0%	
		D	0%	0%	

Table 14. View Item Analysis Column Descriptions

Column	Description
Item	The activity item number in the assignment.
# of Students Responded	The number of students in the group who responded to the item.
Diagnostic Conditions	For multiple-choice items, this column will display the answer options (A, B, C, or D). The answer option highlighted is the correct answer. For technology-enhanced items (e.g., hot spot, equation, grid), this column will display the criteria required for a correct answer.
% of Students	The percentage of students in the group who selected each answer option or met each diagnostic criterion for an item.
% of Assigned	The percentage all students within the state who selected each answer option or met each diagnostic criterion for an item. (Note: This column allows you to compare your students' average against the overall average of all students who took an assignment that contained this resource item.)
Standards	The benchmark code(s) associated with the item.

View Assignment Details for All Classes/Groups, Individual Rosters, or Assigned Students

The View Assignment Details section in the Item Analysis Report allows you to view all the resource activities in an assignment, the overall analysis of each activity, the actual activity item, and the raw item score analysis.

Figure 45. Sample Item Analysis Report: View Assignment Details Page for Roster

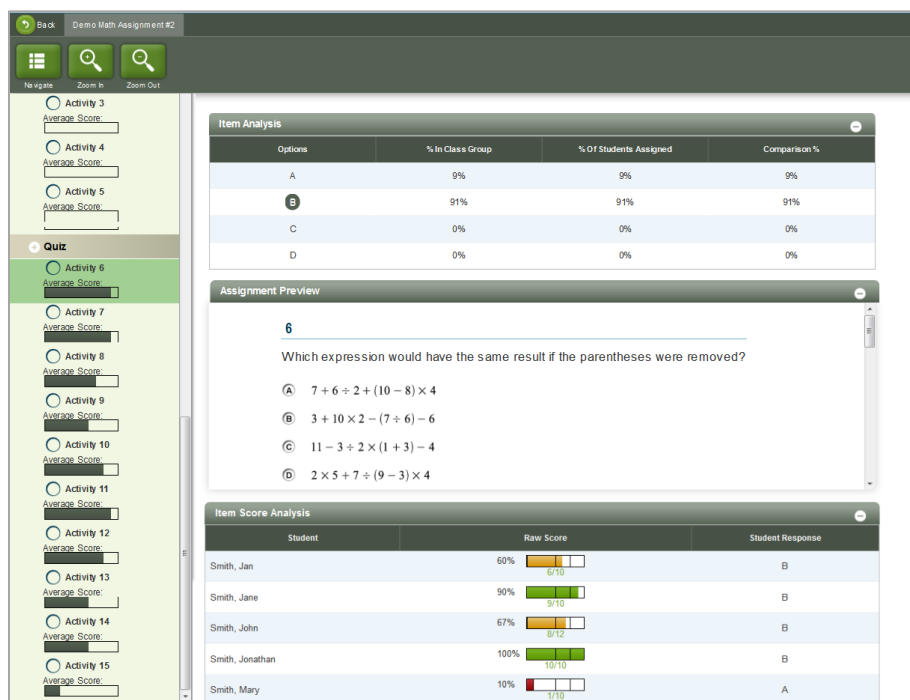


Table 15. Item Analysis Table (All Classes/Groups, Individual Roster, or Assigned Students)

Column	Description
Options	For multiple-choice items, this column will display the answer options (A, B, C, or D). The answer option highlighted is the correct answer. For technology-enhanced items (e.g., hot spot, equation, or grid item), this column will display the criteria required for a correct answer.
% in Class Group	The percentage of students* who chose each answer option or diagnostic criteria. *Students in a class group are those students who have ever been in one of your rosters, regardless of current membership.
% of Students Assigned	The percentage of assigned students who chose each answer option or diagnostic criteria.
Comparison %	The percentage of all students in the state who chose each answer option or diagnostic criteria.

Table 16. Item Score Analysis Table (All Classes/Groups, Individual Roster, or Assigned Students)

Column	Description
Student	The name of each student in the report who was given the assignment and who responded to the activity.
Raw Score	The student's overall raw score (and percentage) for the assignment.
Student Response	The student's response to the selected activity item.